



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #7

Mill Creek Fire Company, Station 21

Thursday, March 2nd, 2017

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (12)

- | | |
|-------------------------------|---------------------------------------|
| 1. Dave Anderson – Aetna HH&L | 7. George Giles – Wilm OEM/LEPC |
| 2. Jerry Brennan - DSFS | 8. Dave Irwin – Chairman/LEPC NCC |
| 3. Ken Cenci - DNREC | 9. Bill Kelly – Sunoco Logistics |
| 4. Sarah Davis – DEMA Proxy | 10. Rebecca Keyser - DNREC |
| 5. Ron Dietrick – PBF | 11. Joe Leonetti –St Francis Hospital |
| 6. Mark Dolan – DNREC | 12. Jake Morente - LEPC NCC |

A quorum (12) was present

Non-voting Members Present: (2)

1. Dave Carpenter – NCC OEM
2. Marc Evans – 31st CST

1. **Meeting Called to Order** at 2:35 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. Motion to Accept the Agenda by Joe Leonetti, 2nd by Rebecca Keyser. Unanimous approval, motion passed.
3. **Minutes Approval from Meeting #6** - February 2nd 2017. Minutes were distributed electronically to committee members. Chairman Irwin asked if everyone received them and for any changes or corrections. None were offered. Motion by Joe Leonetti, 2nd by Jerry Brennan. Approved as submitted. Unanimous approval, motion passed.
4. **Sponsor Update.** Mark Dolan on behalf of Mill Creek Fire Company reported that requests were coming in and almost on par against this time last year. Mark said that approximately 47 sponsors have been contacted and many companies have pledged support.

5. **Sponsor Logos.** Mark Dolan is also working to obtain high resolution corporate/agency images – some require annual permission and is very time consuming.
 - It was mentioned that Tara has Donna's files with sponsor logo's for banners from last years' workshop.
 - Mark discussed total of three display Banners: (1) Meal sponsors (2) Platinum & Titanium level sponsors (3) Gold, Silver & Bronze level sponsors
6. **Plaques.** Chairman Irwin has sent an email to Secretary Coupe asking for his participation at the Friday Team Building Presentation and Dinner, and also permission to use his signature on the plaques. Noting the extremely busy February for the Division of Public Safety and Homeland Security, a message was relayed to Chairman Irwin that Secretary Coupe is 'on-board' for the workshop and will be in attendance for Friday's Team Building Presentation and Dinner.
7. **Update on meal sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8).**
 - a. Friday (4/7) Dinner - Miller Environmental has committed to sponsor \$1300 towards dinner
 - b. Saturday (4/8) breakfast \$1000 - City of Wilmington OEM/LEPC has agreed to sponsor this meal, Mill Creek Fire Company will provide an invoice.
 - c. Saturday (4/8) lunch \$2000 - NCC OEM has agreed to sponsor this meal, Mill Creek Fire Company will provide an invoice.
 - d. Instructor, Vendor & Staff Lunch on Friday 4/7 - Director George Giles, City of Wilmington LEPC agreed to sponsor event and order sandwiches, refreshments, etc. which will be held in the Fire School's Instructor Lounge.
8. **Registration status.** Jerry Brennan reported the following registration totals. Jerry also has individual class registration details and said that participation is on par for the same time as last year.
 - 95 students Friday
 - 87 students Saturday
 - 49 for Friday's Team Building Presentation and Dinner
9. **Speaker registration and contact status.** Mark Dolan is collecting shirt sizes and style for instructors, staff and committee members. Jerry Brennan is sending him Instructor registration forms as they are received for shirt/style sizes.
10. **Promotional Items update.**
 - a. Challenge coins: Received at Fire School and paid for.
 - b. Stainless steel insulated tumbler with workshop logo: Rebecca Keyser reported that they in process and will be delivered next few weeks. Mark Dolan said that balance will be sent by MCFC after invoiced.
 - c. Backpack with workshop logo: Not at this time. There was considerable discussion that something was needed to assemble student packets with tumbler, coin, name tag, lanyard, and registration materials.

Discussion was held on the preassembly of the student workshop packets which will include course registration form, name tag, lanyard, insulated tumbler and challenge coin. A need was identified for a bag or tote to contain student workshop items.

- Motion by George Giles, 2nd by Joe Leonetti to allow Mill Creek Fire Company to purchase a nylon bag/tote with Hazmat Training Workshop Color Logo with any remaining funds. Chairman Irwin asked for a vote. Unanimous approval, motion passed.
- Motion by Joe Leonetti, 2nd by Ken Cenci regarding the purchase of nylon totes, not to exceed monies in the workshop checking account. Chairman Irwin asked for a vote. Unanimous approval, motion passed.

11. Review Task List: A spreadsheet was presented on the overhead screen. Discussion took place on the 42 items, assigned individual, completion dates with a few changes and action items.

#15 Program update. Motion by Jerry Brennan, 2nd Rebecca Keyser to remove DEMA Deputy Director (retired) and replace with DEMA's Sarah Davis as a training workshop committee member. Chairman Irwin asked for a vote. Unanimous approval, motion passed.

Chairman Irwin reported that Ellen Malenfant had been working on the student course evaluations and an updated form will be available next week or so. Ellen has also agreed to provide post workshop course evaluation totals to the committee.

12. Any other business. None offered

13. Next meeting date. 'Hot Wash' Tuesday, May 9th, 2017 2:30-4:30 at the Mill Creek Fire Company, Station 21

14. Adjournment at 4:00 P.M. Motion to adjourn by Joe Leonetti, 2nd by Ken Cenci. Unanimous approval. Motion Passed.

Respectfully submitted by Jacob Morente



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #7

Mill Creek Fire Station 21 Training Room

Thursday, March 2, 2017

2:30 PM – 4:30 PM

No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	<i>Dave C. Anderson</i>
2.	Jamie Bethard	
3.	Jerry Brennan	<i>Jerry Brennan</i>
4.	Ken Cenci	<i>Ken Cenci</i>
5.	Sarah Davis (Proxy for A. Dalton)	<i>Sarah Davis</i>
6.	Ron Dietrick	<i>Ron Dietrick</i>
7.	Mark Dolan	<i>Mark Dolan</i>
8.	George Giles	<i>George Giles</i>
9.	Glenn Gillespie (Vice-chair)	
10.	David Irwin (Chair)	<i>David Irwin</i>
11.	Bill Kelly	<i>Bill Kelly</i>
12.	Rebecca Keyser	<i>Rebecca Keyser</i>
13.	Joe Leonetti	<i>Joe Leonetti</i>
14.	Jake Morente	<i>Jake Morente</i>
15.	Beth Neumane	
16.	Charles Stevenson	
Non-voting Members:		
1.	Dale Annis	
2.	Dave Carpenter	<i>Dave Carpenter</i>
3.	Joe Cochran Jr.	
4.	Marc Evans	<i>Marc Evans</i>
5.	Krissy Kreutzer	
6.	Miranda Mal	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	